



ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

TRIAL COURT FINANCIAL POLICIES AND PROCEDURES MANUAL 7th EDITION

Policy No., FIN 4.03, Position Management

EXECUTIVE SUMMARY OF UPDATE

POLICY ISSUE(S)

There are only a few significant updates of this policy. The changes were made to clarify nomenclature and samples of reports in the position management process.

Significant Revisions

1. Section 3.0, Paragraph 2, Item b. The second sentence was revised to read; **“Assignment of new position numbers to a vacant position does not constitute sufficient justification to maintain the vacancy as an authorized position.”**
2. Sub-section 6.4, Paragraph 2. The QCAP was properly referenced as **“Quarterly Report of Changes in Authorized Positions.”**
3. 7.0 Associated Documents, The sample reports were updated to remove fictitious names to address confidentiality concerns raised by some courts.